# Memorandum

MIAMI-DADE COUNTY

**Date:**     December 30, 2005

**To:**     Department Directors

**From:**     Jennifer Glazer-Moon, Director
Office of Strategic Business Management

**Subject:**     Addendum to the FY 2006-07 Operating Budget Submission Manual

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As referenced in the FY 2006-07 Operating Budget Submission Manual, please find attached an addendum to the Manual that explains Resourcing for Results Online (RFRO), the new web-based system that Miami-Dade County will be using to submit and present budget information for FY 2006-07 as a complement to the Automated Budget Development System (ABDS). This application will generate reports to replace the former budget forms and will be used by both the Office of Strategic Business Management (OSBM) and the Commission Auditor. We will query information from the application and generate reports that will guide discussion at the Resource Allocation Meetings and be used for presentation to the Commission Committees. The information in this new application, as well as ABDS, should be updated as changes occur throughout the process.

Your staff has been invited to RFRO training during the first two weeks in January. The addendum to this manual, supplemented by the training in January, will ensure that your staff is adept at using the new system. The layout of RFRO will be familiar to departmental staff that has prepared a budget submission in prior years.

To assist departments in the development of their operating budget submissions, the electronic version of this addendum to the manual is now available online (as is the FY 2006-07 Operating Budget Submission Manual, the FY 2006-07 Capital Budget Submission Manual, and the ABDS Manual). Hard copies are also available upon request. Thank you in advance for your cooperation and I look forward to working with you and your staff throughout the process of preparing the FY 2006-07 Proposed Resource Allocation Plan.

Attachment

cc:     Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
Honorable Harvey Ruvin, Clerk of Courts
Honorable Katherine Fernandez-Rundle, State Attorney
Honorable Bennett Brummer, Public Defender
George M. Burgess, County Manager
Murray A. Greenberg, County Attorney
Marvin O'Quinn, President, Public Health Trust
Charles Anderson, Commission Auditor
Assistant County Managers
Budget Analyst Staff

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**INTRODUCTION**

As referenced in the FY 2006-07 Operating Budget Submission Manual, this document is an addendum to the Manual that explains Resourcing for Results Online (RFRO), the new web-based system that Miami-Dade County will be using to submit and present budget information for FY 2006-07 as a complement to the Automated Budget Development System (ABDS). This application will generate reports to replace the former budget forms and will be used by both the Office of Strategic Business Management (OSBM) and the Commission Auditor. We will query information from the application and generate reports that will guide discussion at the Resource Allocation Meetings and be used for presentation to the Commission Committees. The information in the new application, as well as ABDS should be updated as changes occur throughout the process.

**RFRO** will be used to collect departmental budget and management data, present that data in standardized reports, and feed this information into the production of the Resource Allocation Plan books. **RFRO** is <u>the</u> gateway for information to be included and published in the budget books. As such, departmental information will only be inputted once and will be readily available throughout the process.

The layout of **RFRO** will be familiar to staff that has prepared a budget submission in prior years. The information collected is similar to that in prior years: Activity Information (reported by Department, Fund, and Activity), Departmental Issues (including department-wide issues and activity-specific issues), New Efficiencies, Operating Unmet or Deferred Needs, a Personnel Reconciliation, a Grant Funding Summary, Proposed New or Increased Fees, Payments To and From Other Departments, and Selected Line Item Highlights. Departments will input issues for discussion, financial information, personnel information, performance information, proposed enhancements, and proposed reductions in this system at a Primary Activity Level (or at a lower level upon the agreement of the Department and the Budget Analyst). The reports will aggregate this information at Department, Fund, and Activity levels (e.g. Departments will not need to aggregate the information manually, **RFRO** will do this automatically).
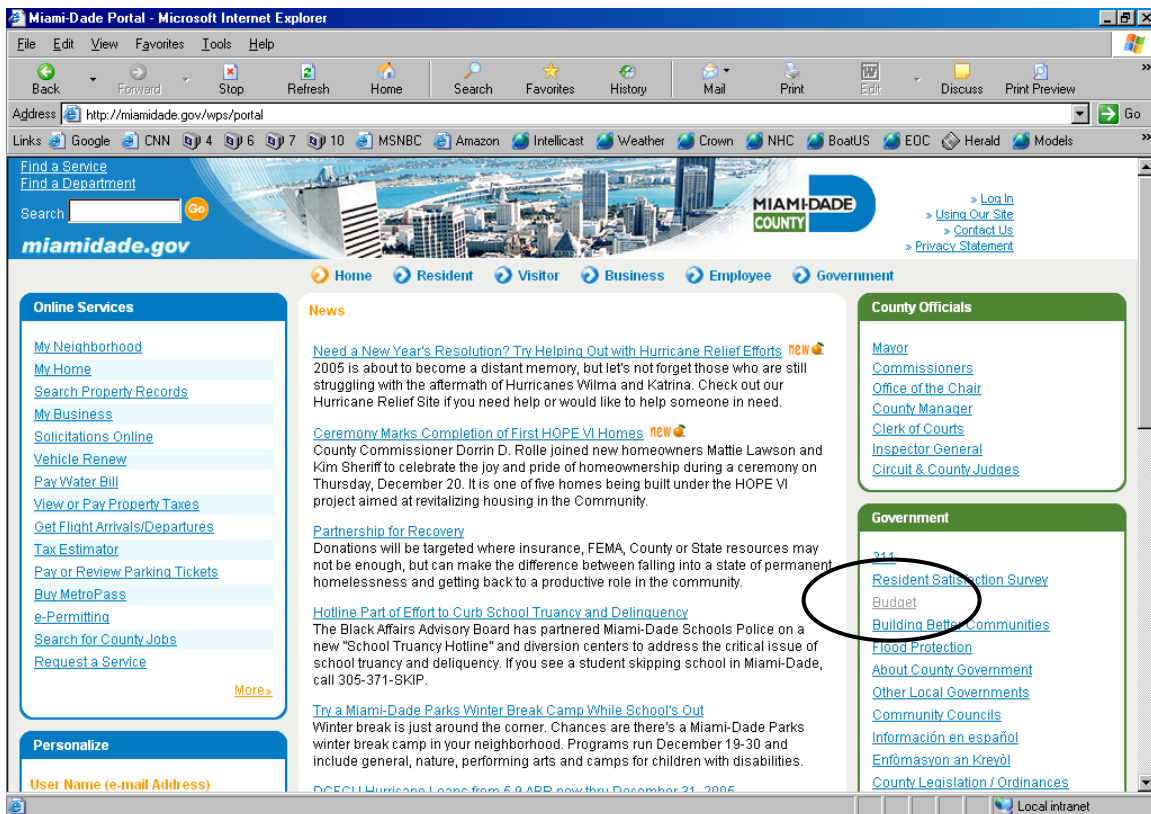
**ACCESS TO RESOURCING FOR RESULTS ONLINE**

Each Department's Budget Analyst will control security access to **RFRO**. Contact your OSBM budget analyst immediately to be given user IDs and passwords for each staff member in your department that requires access.
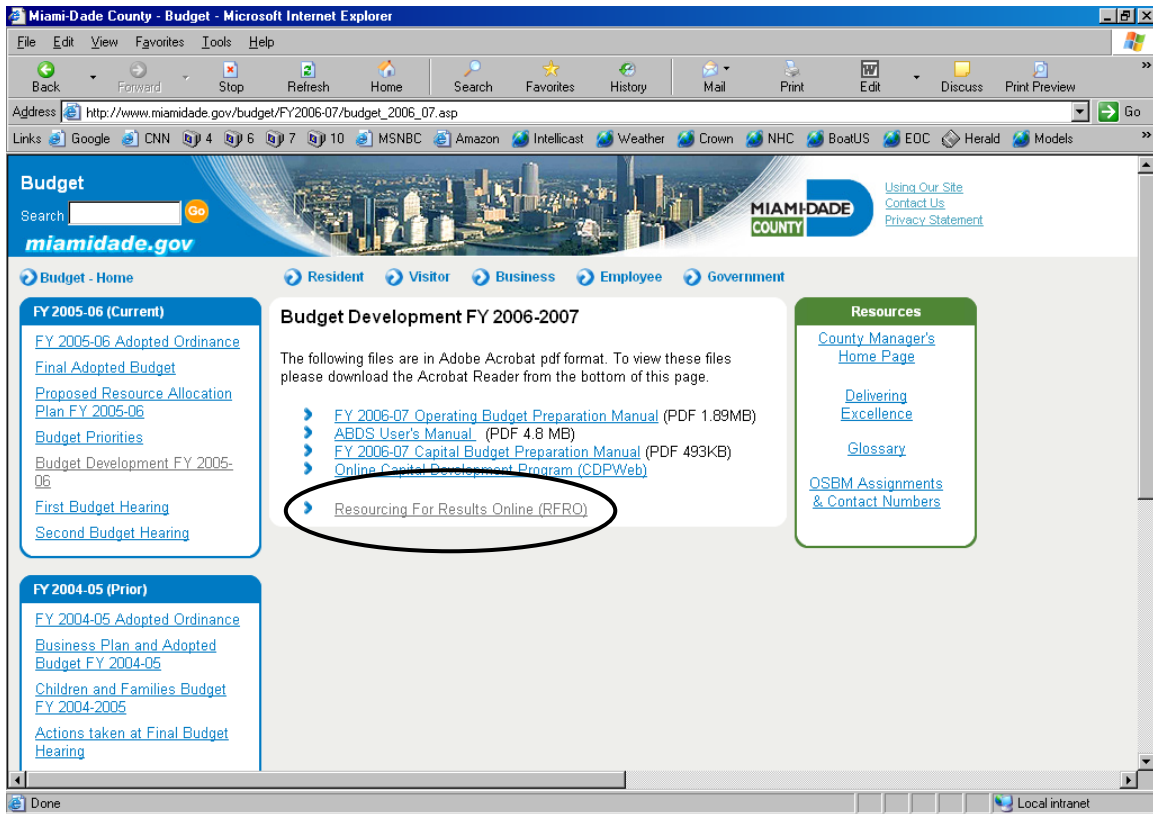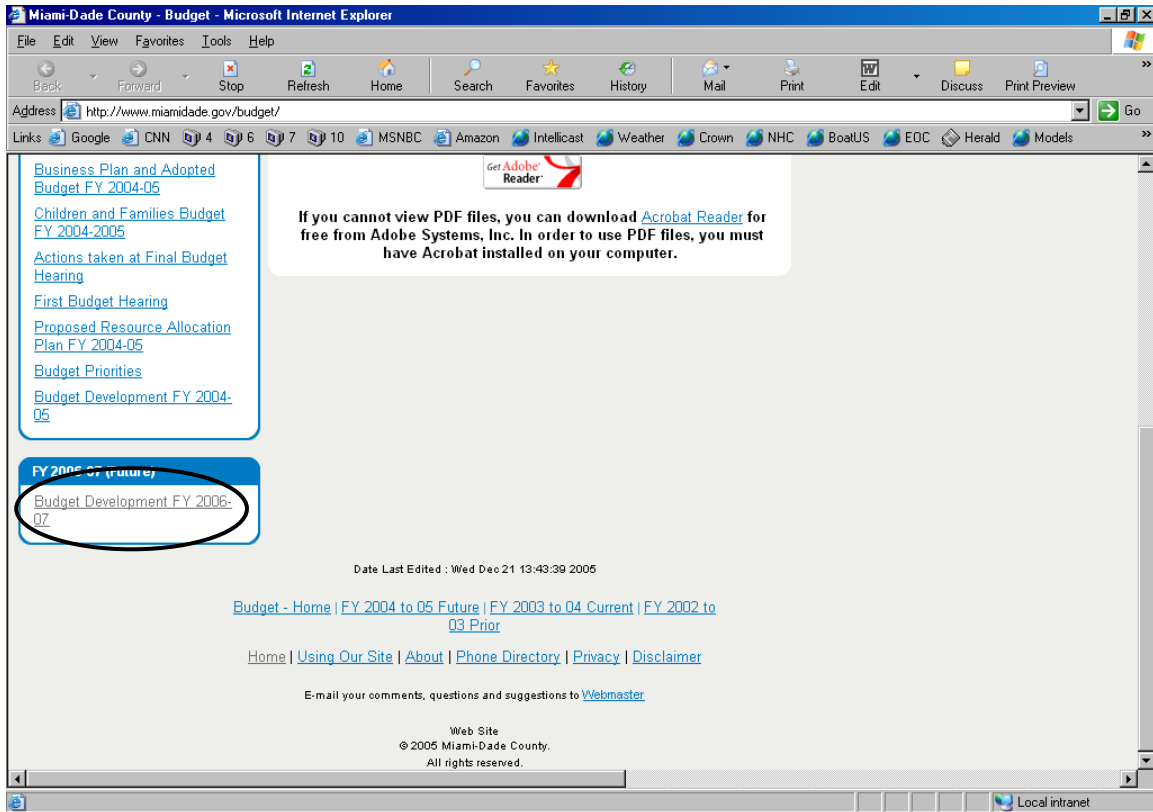
To access **RFRO**:
- Go to http://www.miamidade.gov

- Click "Budget" in the "Government" box on the right side of your computer screen
- Click  "Budget Development FY 2006-07" in the "FY 2006-07 (Future)" box on the lower left side at the bottom of your computer screen
- Click "Resourcing for Results Online (RFRO)" in the center of your computer screen
- Sign on using the user ID and password supplied by your OSBM budget analyst
- Choose your department using the drop-down menu in the top left corner of your computer screen

## THE DASHBOARD SCREEN



After logging-in, the Dashboard Screen will automatically appear. Updated news and information about **RFRO** and other budgetary matters will be posted here in the News section from time to time. Departments should regularly check this resource.

To select your department:
- Click the drop-down menu in the upper-left corner of the screen
- Choose your department (departmental users will have only one choice)

Users can also see the user name, the user type, the department access level, and the version number on this screen (and all input screens).

Users can always return to the dashboard screen by clicking "DASHBOARD" in the top left corner of the screen.

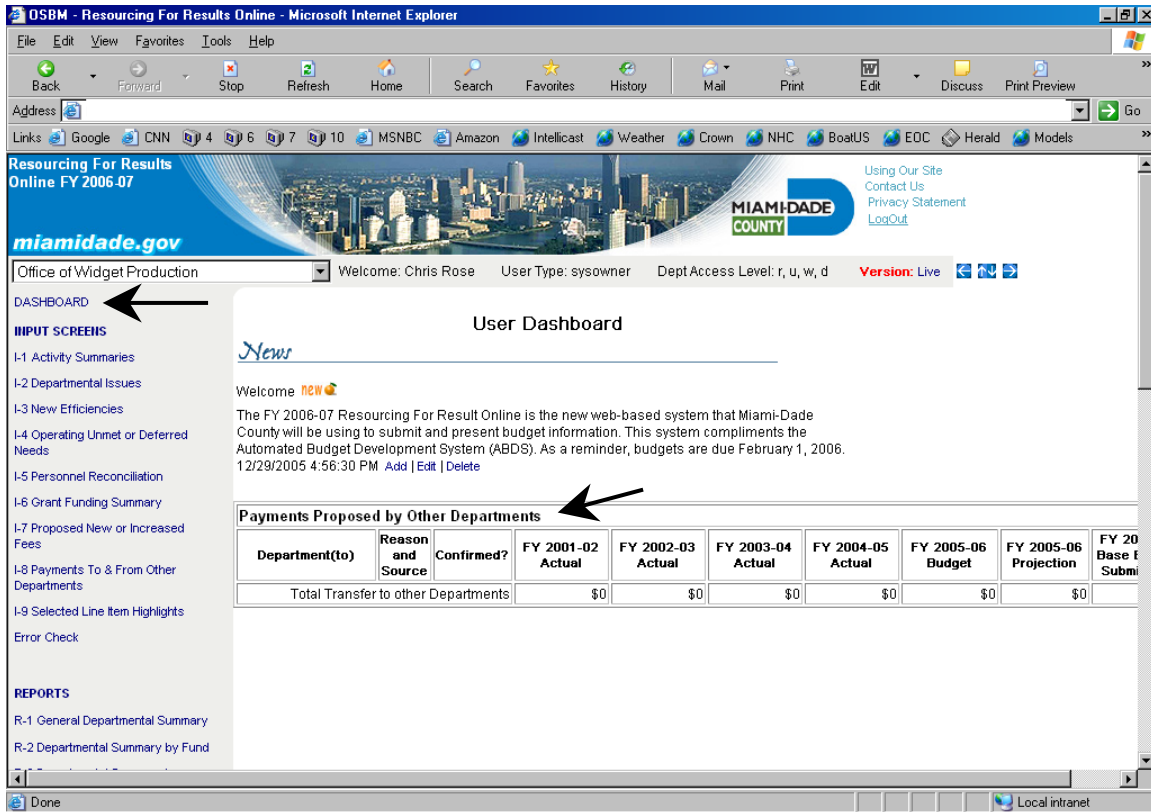Once your department is selected, information regarding Payments To Other Departments will be shown on the screen.  As each Department inputs an anticipated payment From your Department, it will be reflected here.  That is, each Department will be informed of any payments expected by other Departments as they are inputted.  This should eliminate much of the confusion that has been experienced in past years regarding payments to and from other Departments.

Throughout the input screens, it is imperative that departments regularly click "Save" before moving on to other sections, even on the same screen.

**MENU ON/OFF FUNCTION**

When viewing Input Screens, users may hide the menu on the left side of the screen (which contains the ability to choose input screens and report screens) by clicking on the "<< Menu Off" link at the top left corner of each screen.  Users may unhide the menu by clicking on the "<< Menu On" link at the top left corner of each screen.  This will allow more information to be shown on the user's monitor.  It will not effect any information in the system.

## INPUT SCREEN I-1 ACTIVITY SUMMARIES

Because **RFRO** will be used both to present budgetary information and to feed into Resource Allocation Plan book production, information will need to be collected with a slightly different approach than in prior years. Information must be collected at the Primary Activity level (or at a lower level upon the agreement of the Department and the Budget Analyst). In prior years, some departments have presented information in the Resource Allocation Meeting Forms in a method different than the Primary Activity level that eventually was presented in the Resource Allocation Plan books. To avoid any confusion, OSBM is requiring the two presentations to be the same – at the Primary Activity level. Please work with your OSBM budget analyst on this effort.

To access the first input screen:
- Click I-1 Activity Summaries underneath the Input Screens heading in the menu at the top left of the screen
- Departments will need to input their Primary Activities the first time this input screen is chosen
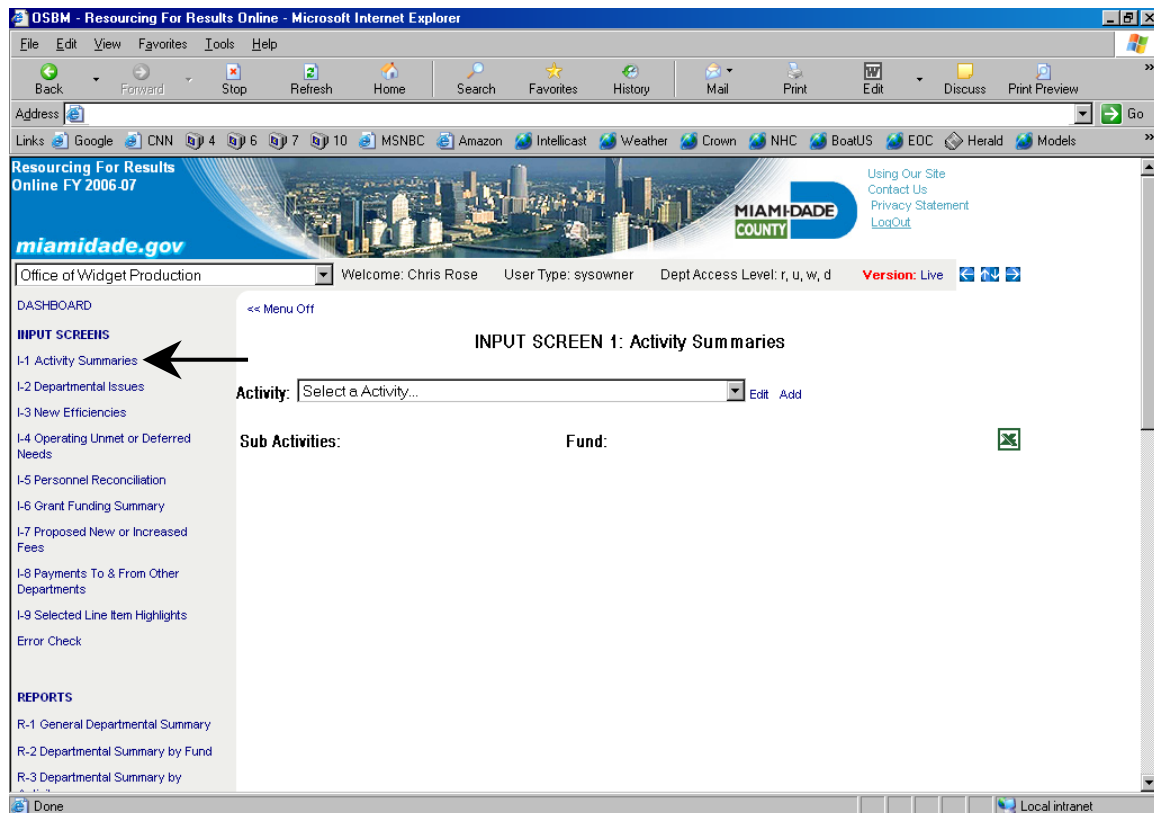


To input a Primary Activity:
- Click Add to the right of the Select an Activity drop-down menu
- Select "-Add New Activity-"
- Type in the new activity in the text box that appears to the right

- o Bear in mind that this will be the Primary Activity that appears in the budget books
  - o Work with your OSBM budget analyst if you wish to use Primary Activities different than used by your Department in FY 2005-06
- Type in the Sub Activity
  - o A Sub Activity is a component of a Primary Activity. Departments may input more than one Sub Activity that will aggregate the same Primary Activity.
  - o Departments are not required to input more than one Sub Activity per Primary Activity. Departments should at least type in the index codes that are associated with that Primary Activity.
  - o This will likely be most useful with the Primary Activity "Administration" where departments can input Sub Activities of such functions as Director's Office, Finance, Personnel, etc. which will then be aggregated up to Administration
  - o The Sub Activity should be agreed upon between the Department and the OSBM budget analyst
  - o Some analysts may require information at a deeper level than the Primary Activity, information that is inputted at a Sub Activity level will be aggregated up to the Primary Activity level
- Type in the Strategic Area for this activity
- Type in the Fund in which this activity is located, note that there is a report that aggregates revenues and expenditures by fund based on this input
- Click the Save button
- You will be asked if your spelling is correct. This is not pointing out any spelling errors, it is just asking you to verify your information. Click OK after reviewing the inputted information.
- Repeat as necessary to add all Primary Activities and Sub Activities

Once you have saved the information inputted, you will be returned to Input Screen 1:  Activity Summaries.  Use the drop down menu to select the activity that you wish to input.  Once it is selected, that activity information will be displayed on the screen.  Again, the information requested on this input screen is very similar to that requested in prior years.  Some of it will be requested with a different approach to ensure consistency between the **RFRO** reports and the Resource Allocation Plan books.



Input **Section A – Issues of This Activity**:
- Click in the Priority box to type a priority number (must be a number)
- Use the Tab Key to tab over to the Issue Description box to type in the issue
- Click Save (to the right)
- Click Add, Edit, or Delete as appropriate to input more issues
- These priorities will re-sort if one is changed
- These issues will be included in Report 3 (Activity Summaries) and Report 4 (Departmental Issues)
- Input issues that are unique to this activity only, department-wide issues will be inputted in Input Screen 2
- You can turn off the menu by clicking on the "<< Menu Off" link at the top left corner of each screen
- Always click "Save" before clicking out of the Section A box

The next section, still in Input Screen 1: Activity Summaries, is Section B – Operating Budget for This Activity – Revenues and Expenditures. This section is divided into four tabs across the top. Most departments will only use the first two tabs: "Revenue (Operating)" and "Expenditures (Operating)". Departments that have non-operating expenditures such as debt service, reserves, or transfers will need to also use the third and fourth tabs: "Revenue (Non-Operating)" which is more properly called "Revenues Associated with Non-Operating Expenditures" and "Expenditures (Non-Operating)".

Proprietary and fee supported agencies are required to submit budget submissions which include no fee adjustments. Any requested fee increases, along with items to be funded by such increases, must be presented as proposed additions. If a fee increase is required to maintain current service, such increase should be a part of the base budget.

General Fund Departments: For departments that are solely funded through the general fund, indicate the amount of your appropriation, revenue to the general fund (if applicable), and net support from the general fund. You should not report carryover or cash position information.

Non-General Fund Departments: For departments that are funded through a combination of general fund and/or other revenues, present revenues (including general fund subsidies), cash carryover, expenditures, and cash position information for each major operating fund associated with your department, as well as revenue to the general fund and net general fund support (if applicable).

Input the **Operating Revenue of Section B – Operating Budget for This Activity – Revenues and Expenditures**:

- Click the "Revenue (Operating)" tab at the top of this section
- Choose the Revenue Source in that drop down menu.  There are only six choices at this stage:
  - Countywide General Fund (CW)
  - Unincorporated Municipal Services Area General Fund (UMSA)
  - Proprietary or Bond Funding (PROP_BOND)
  - State Funding (STATEGRANT)
  - Federal Funding (FEDGRANT)
  - Interagency Transfers (INTERTRNF)
- Choose the Revenue Description in that drop down menu.  All of the revenue sources that were in the FY 2005-06 Resource Allocation Plan have been included here.  If a new revenue source is required, please work with your budget analyst.
- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base budget submission for next year for this revenue source.  Please leave the Alternate Recommendation (Alt. Rec.) column blank for now.
- Click "Save" to the right
- Repeat for each revenue source
- Click Add, Edit, or Delete as necessary for each revenue source

- Bear in mind that this information will be used both to present budgetary information and to feed into Resource Allocation Plan book production
- Always click "Save" before clicking out of the Section B box or before clicking another tab in Section B
- Note that all information inputted is shown at the bottom of the Section B box. You can see if your revenues and expenses are balancing as you go by clicking the "Compute" button in the top right corner of the Section B box.

Next input the **Operating Expenditures of Section B – Operating Budget for This Activity – Revenues and Expenditures**:

- Click the "Expenditures (Operating)" tab at the top of this section
- Choose the Expenditure Source in that drop down menu. There are only six choices at this stage:
    - Salary
    - Overtime Salary
    - Fringe
    - Overtime Fringe
    - Other Operating
    - Capital
- Tab to the next box to type in the Expenditure Description
    - This is a free-form text box; the information included here will be used only for the **RFRO** reports, not in Resource Allocation Plan book production
    - The descriptions can be as simple as Salary, Overtime Salary, Fringe, Overtime Fringe, Other Operating, and Capital
    - Work with your OSBM budget analyst to determine if a further breakdown of expenditures is necessary (such as showing the administrative reimbursement as an Other Operating expense)
- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base

budget submission for next year for each expenditure category.  Please leave the Alternate Recommendation (Alt. Rec.) column blank for now.

- Click "Save" to the right
- Repeat for each expenditure source
- Click Add, Edit, or Delete as necessary for each expenditure
- Bear in mind that this information will be used both to present budgetary information and to feed into Resource Allocation Plan book production
- Always click "Save" before clicking out of the Section B box or before clicking another tab in Section B
- Note that all information inputted is shown at the bottom of the Section B box.  You can see if your revenues and expenses are balancing as you go by clicking the "Compute" button in the top right corner of the Section B box.

Revenue (Operating) | Expenditures (Operating) | Revenue (Non-Operating) | Expenditures (Non-Operating)

**B) OPERATING BUDGET FOR THIS ACTIVITY-REVENUES AND EXPENDITURES**

EXPENDITURES BY MAJOR CATEGORY (Operating)

| Expenditures Source | Expenditures Description | FY 2001-02 Actual | FY 2002-03 Actual | FY 2003-04 Actual | FY 2004-05 Actual | FY 2005-06 Budget | FY 2006-07 Projection | FY 2007-08 Base Budget Submission | FY 2007-08 Alt. Rec. | Action |
|---|---|---|---|---|---|---|---|---|---|---|
| Salary | Free Form | 2395 | 2395 | 2395 | 2517 | 2726 | 3181 | 3252 | 3252 | **Save** |
| TOTAL OPERATING REVENUE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL NON OPERATING REVENUE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL REVENUE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL OPERATING EXPENDITURES | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL NON OPERATING EXPENDITURES | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL EXPENDITURES | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Cash Position | | | | | | | | | | |
| REVENUE LESS EXPENDITURES | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

http://pmosbm01.miamidade.gov/bndb/subfrm_RAM_Exp.asp?DeptID=&ActivityID=595#

**B) OPERATING BUDGET FOR THIS ACTIVITY-REVENUES AND EXPENDITURES**

EXPENDITURES BY MAJOR CATEGORY (Operating)

| Expenditures Source | Expenditures Description | FY 2001-02 Actual | FY 2002-03 Actual | FY 2003-04 Actual | FY 2004-05 Actual | FY 2005-06 Budget | FY 2006-07 Projection | FY 2007-08 Base Budget Submission | FY 2007-08 Alt. Rec. | Action |
|---|---|---|---|---|---|---|---|---|---|---|
| Salary | Free Form | $2395 | $2395 | $2395 | $2517 | $2726 | $3181 | $3252 | $3252 | Add Edit Delete |
| TOTAL OPERATING REVENUE | | $750 | $750 | $750 | $750 | $906 | $812 | $0 | $0 | |
| TOTAL NON OPERATING REVENUE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL REVENUE | | $750 | $750 | $750 | $750 | $906 | $812 | $0 | $0 | |
| TOTAL OPERATING EXPENDITURES | | $2,395 | $2,395 | $2,395 | $2,517 | $2,726 | $3,181 | $3,252 | $3,252 | |
| TOTAL NON OPERATING EXPENDITURES | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| TOTAL EXPENDITURES | | $2,395 | $2,395 | $2,395 | $2,517 | $2,726 | $3,181 | $3,252 | $3,252 | |
| Cash Position | | | | | | | | | | |
| REVENUE LESS EXPENDITURES | | $-1,645 | $-1,645 | $-1,645 | $-1,767 | $-1,820 | $-2,369 | $-3,252 | $-2,502 | |

**C) POSITIONS FOR THIS ACTIVITY**

| | | FY 2001-02 Actual | FY 2002-03 Actual | FY 2003-04 Actual | FY 2004-05 Actual | FY 2005-06 Budget | FY 2006-07 Projection | FY 2007-08 Base Budget | FY 2007-08 Alt. Rec. | Action |
|---|---|---|---|---|---|---|---|---|---|---|

http://pmosbm01.miamidade.gov/bndb/subfrm_RAM_Exp.asp?DeptID=&ActivityID=595&mode=add&RAM_EXPID=1091

Next input the **Revenue (Non-Operating) of Section B – Operating Budget for This Activity – Revenues and Expenditures**:

These are revenues just like "Revenue (Operating)". They are simply those revenues associated with the non-operating expenditures (that will be inputted next). This information is necessary to balance the primary activities which only show operating revenues and expenditures.

- Click the "Revenue (Non-Operating)" tab at the top of this section
- Choose the Revenue Source in that drop down menu. There are only six choices at this stage:
  - Countywide General Fund (CW)
  - Unincorporated Municipal Services Area General Fund (UMSA)
  - Proprietary or Bond Funding (PROP_BOND)
  - State Funding (STATEGRANT)
  - Federal Funding (FEDGRANT)
  - Interagency Transfers (INTERTRNF)
- Choose the Revenue Description in that drop down menu. All of the revenue sources that were in the FY 2005-06 Resource Allocation Plan have been included here. If a new revenue source is required, please work with your budget analyst.
- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base budget submission for next year for this revenue source. Please leave the Alternate Recommendation (Alt. Rec.) column blank for now.
- Click "Save" to the right
- Repeat for each revenue source
- Click Add, Edit, or Delete as necessary for each revenue source
- Bear in mind that this information will be used both to present budgetary information and to feed into Resource Allocation Plan book production
- Remember always click "Save" before clicking out of the Section B box or before clicking another tab in Section B
- Note that all information inputted is shown at the bottom of the Section B box. You can see if your revenues and expenses are balancing as you go by clicking the "Compute" button in the top right corner of the Section B box.

Next input the **Non-Operating Expenditures of Section B – Operating Budget for This Activity – Revenues and Expenditures**:

Any non-operating expenditures such as debt service, reserves, or transfers should be inputted in this section.

- Click the "Expenditures (Non-Operating)" tab at the top of this section
- Choose the Expenditure Source in that drop down menu. There are only six choices at this stage:
    - Salary
    - Overtime Salary
    - Fringe
    - Overtime Fringe
    - Other Operating
    - Capital
- Tab to the next box to type in the Expenditure Description
    - This is a free-form text box; the information included here will be used only for the **RFRO** reports, not in Resource Allocation Plan book production
    - The descriptions can be as simple as Salary, Overtime Salary, Fringe, Overtime Fringe, Other Operating, and Capital

- o Work with your OSBM budget analyst to determine if a further breakdown of expenditures is necessary (such as showing the administrative reimbursement as an Other Operating expense)
- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base budget submission for next year for each expenditure category. Please leave the Alternate Recommendation (Alt. Rec.) column blank for now.
- Click "Save" to the right
- Repeat for each expenditure source
- Click Add, Edit, or Delete as necessary for each expenditure
- Bear in mind that this information will be used both to present budgetary information and to feed into Resource Allocation Plan book production
- Always click "Save" before clicking out of the Section B box or before clicking another tab in Section B
- Note that all information inputted is shown at the bottom of the Section B box. You can see if your revenues and expenses are balancing as you go by clicking the "Compute" button in the top right corner of the Section B box.

Input **Section C – Positions for This Activity**:

- Choose Full-Time Positions Budgeted from the drop-down menu on the left side of your computer screen
- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base budget submission for next year for full-time positions budgeted for this activity. Please leave the Alternate Recommendation (Alt. Rec.) column blank for now.
- Click "Save" to the right
- Click Add, Edit, or Delete as necessary
- Next choose Full-Time Positions Filled from the drop-down menu on the left side of your computer screen
- Tab to the next boxes and input four years of actual data and the department's projection for the current year for full-time positions filled for this activity. Please leave the Alternate Recommendation (Alt. Rec.) column blank for now. You will not be able to input current year budget or next year's budget for filled positions.
- Click "Save" to the right
- Click Add, Edit, or Delete as necessary
- Next choose Part-Time FTEs Budgeted from the drop-down menu on the left side of your computer screen
- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base

budget submission for next year for part-time full-time-equivalent positions budgeted for this activity.  Please leave the Alternate Recommendation (Alt. Rec.) column blank for now.

- Click "Save" to the right
- Click Add, Edit, or Delete as necessary
- Next choose Temporary FTEs Budgeted from the drop-down menu on the left side of your computer screen
- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base budget submission for next year for temporary and seasonal full-time-equivalent positions budgeted for this activity.  Please leave the Alternate Recommendation (Alt. Rec.) column blank for now.
- Click "Save" to the right
- Click Add, Edit, or Delete as necessary
- Next choose Personnel Cost w/0% Vacancy Rate from the drop-down menu to the left
- Tab to the next boxes and input the current year's budget and the base budget submission for next year for the dollar value of all positions for this activity if you had a zero percent vacancy rate.  Please leave the Alternate Recommendation (Alt. Rec.) column blank for now.  You will not be able to input prior year actuals or a current year projection for a zero percent vacancy rate.
- This information can be gathered by setting the attrition rates in ABDS to zero and recording the number
- Click "Save" to the right
- Click Add, Edit, or Delete as necessary

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Cash Position

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| REVENUE LESS EXPENDITURES | $-1,645 | $-1,645 | $-1,645 | $-1,767 | $-1,820 | $-2,369 | $-3,252 | $-2,502 |

**C) POSITIONS FOR THIS ACTIVITY**

| | FY 2001-02 Actual | FY 2002-03 Actual | FY 2003-04 Actual | FY 2004-05 Actual | FY 2005-06 Budget | FY 2006-07 Projection | FY 2007-08 Base Budget Submission | FY 2007-08 Alt. Rec. | Action |
|---|---|---|---|---|---|---|---|---|---|
| Full-Time Positions Budgeted | 62 | 62 | 62 | 62 | 62 | 62 | 62 | 62 | Add **Save** Delete |
| Full-Time Positions Filled | 55 | 50 | 57 | 56 | | 62 | | | Add Edit Delete |
| Part-time FTEs Budgeted | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | Add Edit Delete |
| Temporay FTEs Budgeted | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | Add Edit Delete |
| | FY 2001-02 | FY 2002-03 | FY 2003-04 | FY 2004-05 | FY 2005-06 | FY 2006-07 | FY 2007-08 | FY 2007-08 | |
| Personnel cost w/0% vacancy rate | | | | | $3,057 | $3,057 | $3,459 | $3,459 | Add Edit Delete |

**D) PERFORMANCE INFORMATION FOR THIS ACTIVITY (AT BASE LEVEL)**

| Description | FY 2001-02 Actual | FY 2002-03 Actual | FY 2003-04 Actual | FY 2004-05 Actual | FY 2005-06 Budget | FY 2006-07 Projection | FY 2007-08 Base Budget Submission | Related Outcome List | Comments/ Justification | Acti |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | ED1-1 | | Save |

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| Description | FY 2001-02 Actual | FY 2002-03 Actual | FY 2003-04 Actual | FY 2004-05 Actual | FY 2005-06 Budget | FY 2006-07 Projection | FY 2007-08 Base Budget Submission | Related Outcome List | Comments/ Justification | Action |
|---|---|---|---|---|---|---|---|---|---|---|
| Widgets produced each fiscal year | 3900 | 3900 | 3900 | 4095 | 4709 | 4238 | 4992 | NU5-1 | Business Plan Objective | Add Edit Delete |

**E) FY 2006-07 PROPOSED ENHANCEMENTS FOR THIS ACTIVITY**
**(IN PRIORITY ORDER) (FROM BASE)**

| PRIORITY | DESCRIPTION (255 Char. Max.) | CW COST | UMSA COST | OTHER COST | TOTAL COST | SALARY | FRINGE | OTHER OPER. | CAPITAL | APPROVED? | OVERAGE? | POSITION CHANGE | RELATED OUTCOME List |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | ☐ | ☐ | | ED1-1 |

http://pmosbm01.miamidade.gov/bndb/subfrm_RAM_D_Perf.asp?DeptID=&ActivityID=595&mode=edit&RAM_PERFInfoID=18147   Local intranet

Next input **Section D – Performance Information** for This Activity (at Base Level):
- Click on the Description box; it will enlarge
- Type in the performance measure and a description of the measure, including the units of measure

- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base budget submission for next year for that measure
- Choose the Desired Outcome from the County's Strategic Plan from the next drop-down menu.  A listing of all Desired Outcomes is available by clicking "List" in the header above.
- Tab to the next box; it will enlarge.  Type in any comments or justifications necessary here (including any generally accepted benchmarks, state mandates, Mayor, Commission, or Manager priorities, etc.)
- Report this information at the base level (same service level as provided in the current year)
- Click "Save" to the right
- Click Add, Edit, or Delete as necessary for each performance measure
- Repeat for each performance measure for this activity

There are three types of performance measures, each providing a different gauge of an activity:

> ***Output or Workload Measures*** focus on quantities and volumes, but not quality. They are useful for comparisons and assessing changes in workload over time.
>
> ***Efficiency Measures*** indicate the amount of service provided relative to the amount of input required.
>
> ***Outcome or Effectiveness Measures*** focus on the final results of activities. These are the highest level of measurement and are the most difficult to develop as judgment is likely to be involved. Effectiveness measures should relate directly to the activity objectives.

Performance measures for each department should be consistent with the department's Business Plan as agreed upon with the appropriate Assistant County Manager and contained in the Quarterly Management Report. Work with your Budget Analyst to include any other appropriate performance measures.

If the performance measure requires information currently not collected by your department (or historical information is incomplete), OSBM will work together with the department to determine the best way to report or obtain the information.

Next input **Section E – Proposed Enhancements for This Activity**:

Indicate, in priority order within this activity, any proposed enhancements that the department deems necessary to further the department's Business Plan or the County's Strategic Plan. Report this information as a change from the base level (from the same service level as provided in the current year).

- Click in the Priority Box; type in the priority number for this enhancement
- Click on the Description box; it will enlarge
- Type in the description of the enhancement and include a performance impact (from __ to __)
- Tab over to type in the cost of this enhancement as it impacts the Countywide General Fund, the UMSA General Fund, or any other proprietary fund; the total cost will be calculated
- Tab over to type in the salary, fringe, other operating, and capital cost of this enhancement
- The sum of the cost of this enhancement as it impacts the Countywide General Fund, the UMSA General Fund, or any other proprietary fund and the sum of the salary, fringe, other operating, and capital cost of this enhancement **should be equal**
- When this enhancement is approved, the appropriate box can be checked; <u>do not check this box prior to submission</u>

- If this enhancement is an overage position in the current year please check that box
- Tab over to type in the change of positions; adding positions should be positive; deleting positions should be negative
- Choose the Desired Outcome from the County's Strategic Plan from the next drop-down menu.  A listing of all Desired Outcomes is available by clicking "List" in the header above.
- Tab over to type in any comments or justification necessary for decision-making for each enhancement (impacts to state mandates, Mayor, Commission, or Manager priorities, etc.).
- Click "Save" to the right
- Click Add, Edit, or Delete as necessary for each enhancement
- Repeat as necessary for each enhancement for this activity

Next input **Section F – Proposed Reductions If Necessary for This Activity**:

Should funding not be available to provide the same level of service next fiscal year as is currently being provided in the current fiscal year, service reductions may become necessary.  Indicate, in priority order within this activity, any reductions that the department would propose should funding not be available.  Report this information as a change from the base level (from the same service level as provided in the current year).  Include a description of the reduction and include a performance impact (from __ to __).

- Click in the Priority Box; type in the priority number for this reduction
- Click on the Description box; it will enlarge
- Type in the description of the reduction and include a performance impact (from __ to __)
- Tab over to type in the cost of this reduction as it impacts the Countywide General Fund, the UMSA General Fund, or any other proprietary fund; the total cost will be calculated
- Tab over to type in the salary, fringe, other operating, and capital cost of this reduction
- The sum of the cost of this reduction as it impacts the Countywide General Fund, the UMSA General Fund, or any other proprietary fund and the sum of the salary, fringe, other operating, and capital cost of this reduction **should be equal**

- If this reduction is approved, the appropriate box can be checked; <u>do not check this box prior to submission</u>
- Tab over to type in the change of positions; adding positions should be positive; deleting positions should be negative
- Choose the Desired Outcome from the County's Strategic Plan from the next drop-down menu.  A listing of all Desired Outcomes is available by clicking "List" in the header above.
- Tab over to type in any comments or justification necessary for decision-making for each reduction (impacts to state mandates, Mayor, Commission, or Manager priorities, etc.).
- Click "Save" to the right
- Click Add, Edit, or Delete as necessary for each reduction
- Repeat as necessary for each reduction for this activity

## INPUT SCREEN I-2 DEPARTMENTAL ISSUES



This screen will be used to capture all relevant departmental issues that are department-wide.  Everything that should be discussed at the Resource Allocation Meetings should be listed here.  Include both operating and capital issues; add more lines as necessary.  This section can be partially completed at the time of submission and finalized prior to the Departmental Resource Allocation Meeting.

To add an issue:
- Click in the Priority box to type a priority number (must be a number)
- Click in the description box; it will enlarge
- Type a description of the issue
- Click Save to the right (you may have to click twice; once to get out of the description box and once to actually save)
- Click Add, Edit, or Delete as necessary for each issue
- Repeat as necessary for each issue

## INPUT SCREEN I-3 NEW EFFICIENCIES



This screen will be used to capture any efficiency initiatives that the department has begun or plans to begin in either FY 2005-06 or FY 2006-07.

To add an efficiency:
- Choose the Activity to which this efficiency is related
- Click in the description box; it will enlarge
- Type a description of the efficiency
- Choose the Desired Outcome from the County's Strategic Plan from the next drop-down menu. A listing of all Desired Outcomes is available by clicking "List" in the header above.
- Tab over to type in the expected implementation date. The date must be entered as dd mm yy (example 01/01/06). Do not type the slashes; the system will type them for you.
- Tab over to type in the Net Dollar Value of this efficiency for the current fiscal year
- Tab over to type in the Net Position Change of this efficiency for the current fiscal year. Adding positions should be positive; deleting positions should be negative.
- Tab over to type in the performance impact of this efficiency for the current fiscal year

- Tab over to type in the Net Dollar Value of this efficiency for the next fiscal year
- Tab over to type in the Net Position Change of this efficiency for the next fiscal year.  Adding positions should be positive; deleting positions should be negative.
- Tab over to type in the performance impact of this efficiency for the next fiscal year
- Click Save to the right (you may have to click twice; once to get out of the description box and once to actually save)
- Click Add, Edit, or Delete as necessary for each efficiency
- Repeat for each efficiency

By definition, efficiency changes the way service is provided so that the related per-unit cost is reduced.  An efficiency is not a service level adjustment.  Therefore, it becomes even more necessary to be as precise as possible in estimating the savings from current year efficiencies, and projecting future savings from the continuation of current year efficiencies, and any FY 2006-07 efficiencies.

## INPUT SCREEN I-4 OPERATING UNMET OR DEFERRED NEEDS



This screen will be used to capture all current and future <u>operating</u> unmet or deferred needs.  These needs are over and above the services that are currently

provided.  Capital Unmet Needs should not be included here as they are captured in the Capital Database (CDPWeb).  Operating unmet needs are functions or activities that a department recommends that it ought to be performing in order to further the County's Strategic Plan Desired Outcomes that cannot be performed with existing resources.

To add an unmet need:
- Click in the Priority box to type a priority number (must be a number)
- Click in the description box; it will enlarge
- Type a description of the unmet need
- Choose the Desired Outcome from the County's Strategic Plan from the next drop-down menu.  A listing of all Desired Outcomes is available by clicking "List" in the header above.
- Tab over to reach the Performance Impact box; it will enlarge
- Type the performance impact if the need were funded
- Tab over to type in the Estimated Funding Required initially (start up and first year)
- Tab over to type in the Estimated Funding Required that would be recurring (the annual value)
- Tab over to type in the Position Change if this unmet need were funded.  Adding positions should be positive; deleting positions should be negative.
- Tab over to type in the Related Enhancement (if applicable).  If there is no related enhancement, then type n/a.
- Tab over to type in the Initial Description, which is a description of the Estimated Funding Required initially (start up and first year)
- Tab over to type in the Recurring Description, which is a description of the recurring Estimated Funding Required that would be recurring (the annual value)
- Tab over to select the Activity with which this unmet need is associated from the drop-down menu
- Click Save to the right
- Click Add, Edit, or Delete as necessary for each unmet need
- Repeat for each unmet need

## INPUT SCREEN I-5 PERSONNEL RECONCILLIATION



This screen will be used to track changes between the FY 2005-06 Adopted Budget and the departmental FY 2006-07 Budget Submission. The system automatically starts with the total departmental personnel count as shown in the FY 2005-06 Adopted Budget. Indicate any changes that have occurred (additions, subtractions, or transfers between activities or divisions). Your OSBM budget analyst will use this to determine personnel counts for FY 2006-07. After submission, this form can be used to track further changes to the Department's FY 2006-07 Proposed Resource Allocation Plan.

To add a personnel change:
- Select the Activity with which each personnel change is associated from the drop-down menu
- Tab over to the description box; it will enlarge
- Type a description of the personnel change
- Tab over to type in the date on which this personnel change was made. The date must be entered as dd mm yy (example 01/01/06). Do not type the slashes; the system will type them for you.
- Tab over to type in the Position Change. Adding positions should be positive; deleting positions should be negative.
- Click Save to the right
- Click Add, Edit, or Delete as necessary for each personnel change

- Repeat for each personnel change

## INPUT SCREEN I-6 GRANT FUNDING SUMMARY



This screen will be used to capture grant information included in the current and proposed budgets.  Please include grant funding from sources within the County (Community Development Block Grant funding from the Office of Community and Economic Development) and from sources outside the County (State of Florida, Federal Government, etc.).  New grants and existing grants should be listed.  This information should be included on the estimated revenues report (ABDS report 802, 803, and 804).  Total funding for each grant listed on the grant-funding summary should match the corresponding index code total in the appropriations section.

To add a Grant:
- Select the grant source from the drop-down menu.  There are three choices.
  - State Grants (STATGRANT)
  - Federal Grants (FEDGRANT)
  - Grants from any other source (OTHGRANT)
- Tab over to the Name of Grant; it will enlarge
- Type in the name of the grant

- Tab over to the description box; it will enlarge
- Type a description of the description of the grant (including allowable uses and restrictions)
- Tab over to type in the date on which the grant is expected to start.  The date must be entered as dd mm yy (example 01/01/06).  Do not type the slashes; the system will type them for you.
- Tab over to type in the date on which the grant is expected to end.  The date must be entered as dd mm yy (example 01/01/06).  Do not type the slashes; the system will type them for you.
- Tab over to type in the amount budgeted from this grant in the current year
- Tab over to type in the amount of local match required this grant in the current year
- Tab over to type in the amount budgeted from this grant in the next year
- Tab over to type in the amount of local match required this grant in the next year
- Click Save to the right
- Click Add, Edit, or Delete as necessary for each grant
- Repeat for each grant

## INPUT SCREEN I-7 PROPOSED NEW OR INCREASED FEES

This screen will be used to capture proposals to increase (or decrease) the departments' schedules of fees and charges from the FY 2005-06 levels. Proposed increases should be discussed with your OSBM budget analyst before the departmental budget is submitted to OSBM in order to provide as much time as possible for analysis and review of proposed changes. Preliminary budget levels should not assume any fee adjustments.

To add a fee change:
- Click in to the Service Activity/Fee Description box; it will enlarge
- Type a description of the fee change (including the unit charged against)
- Tab over to the next three boxes to type in what the charge was for this fee in the prior year, the current year, and the proposed new fee. These are in actual dollars (not thousands of dollars).
- Tab over to type in how much was collected and in FY 2004-05 (obviously, without the increase)
- Tab over to type in how much is projected to be collected in FY 2005-06 (again, without the increase)
- Tab over to type in how much is projected to be collected in FY 2006-07 if the fee is not increased
- Tab over to type in how much is projected to be collected in FY 2006-07 if the fee is increased
- Tab over to the Justification box; it will enlarge
- Type in a justification for the Fee Change; including the date last increased; any information that would be helpful for decision-making should be included here
- Click Save to the right
- Click Add, Edit, or Delete as necessary for each fee change
- Repeat for each fee change

## INPUT SCREEN I-8 PAYMENTS TO AND FROM OTHER DEPARTMENTS



This screen will be used to capture payments to your department for specialized services (do not include normal operating expenses, e.g. water charges, fleet charges, etc.). This form also shows any payments you will be expecting in FY 2006-07. Do not budget a payment from another department if it is not included in this screen.

To add a proposed payment To or From another Department (the process is the same for both):

- Select the other department from the drop-down menu
- Tab over to the Reason and Source box; it will enlarge
- Type a description of the reason for the payment and the source of funding (if known)
- Leave the "Confirmed?" box at "No" at the time of submission. The OSBM budget analysts will confirm these payments.
- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base budget submission for next year for each payment.
- Click Save to the right
- Click Add, Edit, or Delete as necessary for each payment
- Repeat for each payment

## INPUT SCREEN I-9 SELECTED LINE ITEM HIGHLIGHTS



This screen will be used to capture information for the FY 2006-07 Proposed Resource Allocation Plan and for discussion purposes at the Resource Allocation Meetings. All departments should include: Administrative Reimbursement, Community-Based Organizations funding, Contract Temporary Employee Costs, Interdepartmental Transfers (the "To" part of the To/From list), Major contracts, Rent (not general fund departments), and Travel Costs (including domestic, foreign, and registrations). Departments should include any other important line items for selected departments (such as return on investment for appropriate departments). Each of these non-standard line items should be discussed with your OSBM budget analyst. Use the FY 2005-06 Adopted Budget as a guide for line items to include.

To add a line item highlight:
- Click in the Line Item Highlight box; it will enlarge
- Type the line item highlight
- Tab over to the subobject box
- Type in the subobjects that total (department-wide) each line item highlight
- Tab to the next boxes and input four years of actual data, the current year's budget, the department's projection for the current year, the base budget submission for next year for each line item highlight
- Click Save to the right

- Click Add, Edit, or Delete as necessary for each line item highlight
- Repeat for each line item highlight

## ERROR CHECK

At the time that this addendum is being published, this functionality is not operational. As we progress through the resource allocation process, functionality will be added to this section. When operational, this option will highlight any common errors that departments may be inputting (such as carryover not matching the prior year's cash position). This will assist departments in error checking their own work.

## REPORT R-1 GENERAL DEPARTMENTAL SUMMARY



This report displays financial and personnel information at the departmental level as aggregated from the information inputted at the activity level. Departments will no longer need to sum up all of the activities as RFRO will accomplish this. Only financial and personnel information will be displayed. Issues, performance information, proposed enhancements, and proposed reductions will not be displayed at the departmental level.

## REPORT R-2 DEPARTMENTAL SUMMARY BY FUND



This report displays financial and personnel information by fund as aggregated from the information inputted at the activity level. Departments will no longer need to sum up all of the activities as RFRO will accomplish this. Only financial and personnel information will be displayed. Issues, performance information, proposed enhancements, and proposed reductions will not be displayed at the fund level.

## REPORT R-3 DEPARTMENTAL SUMMARY BY ACTIVITY



This report displays issues for each activity, financial information, personnel information, performance information, proposed enhancements, and proposed reductions for each primary activity as inputted in I-1 Activity Summaries.

## REPORT R-4 DEPARTMENTAL ISSUES
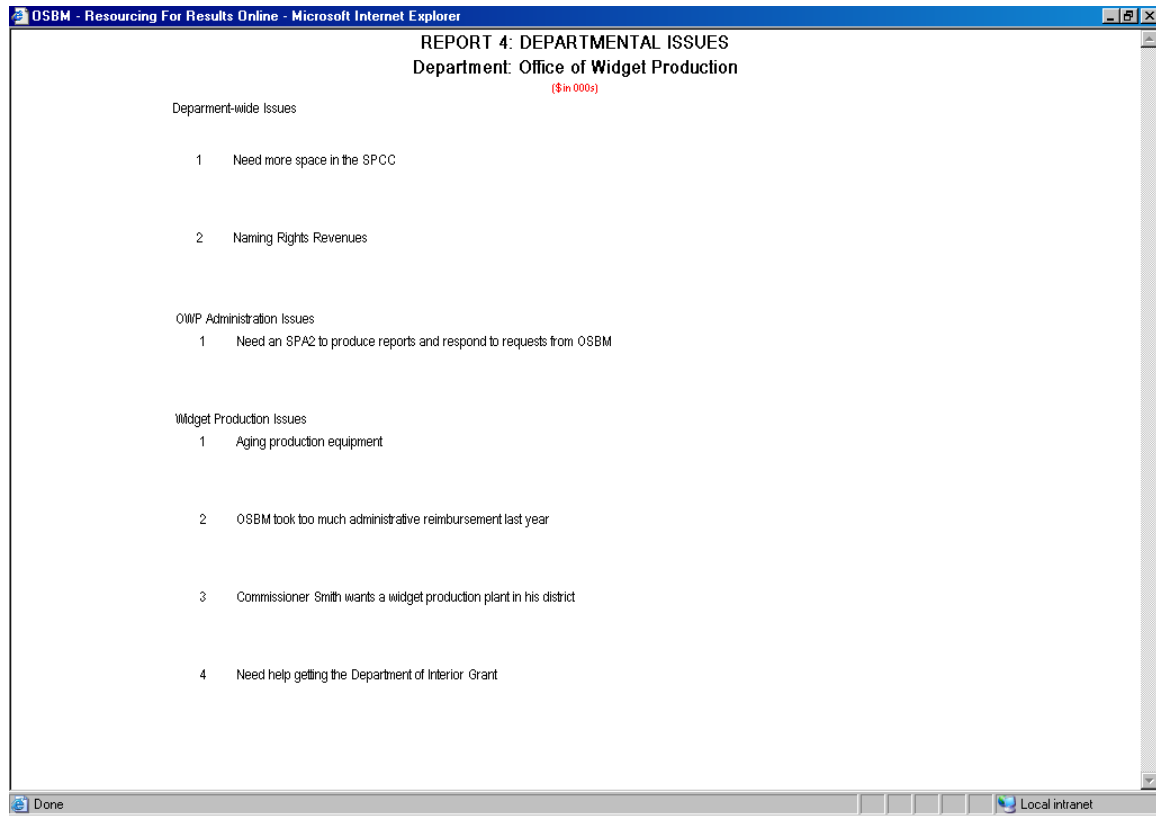


This report displays issues that are department-wide as well as activity-specific. Information is gathered from both I-2 Departmental Issues and from I-1 Activity Summaries.

## REPORT R-5 NEW EFFICIENCIES



This report displays new efficiencies as inputted in I-3 New Efficiencies.

## REPORT R-6 OPERATING UNMET OR DEFERRED NEEDS



This report displays new operating unmet or deferred needs as inputted in I-4 Operating Unmet or Deferred Needs.

## REPORT R-7 PERSONNEL RECONCILIATION



This report displays personnel as inputted in I-5 Personnel Reconciliation.

## REPORT R-8 GRANT FUNDING SUMMARY



This report displays grant information as inputted in I-6 Grant Funding Summary. This report will be forwarded by OSBM to the Office of Intergovernmental Affairs, the Finance Department, and the OSBM Revenue Maximization and Grants Division.

## REPORT R-9 PROPOSED NEW OR INCREASED FEES



This report displays new or increased fees proposed by the Department as inputted in I-7 Proposed New or Increased Fees.

## REPORT R-10 PAYMENTS TO AND FROM OTHER DEPARTMENTS
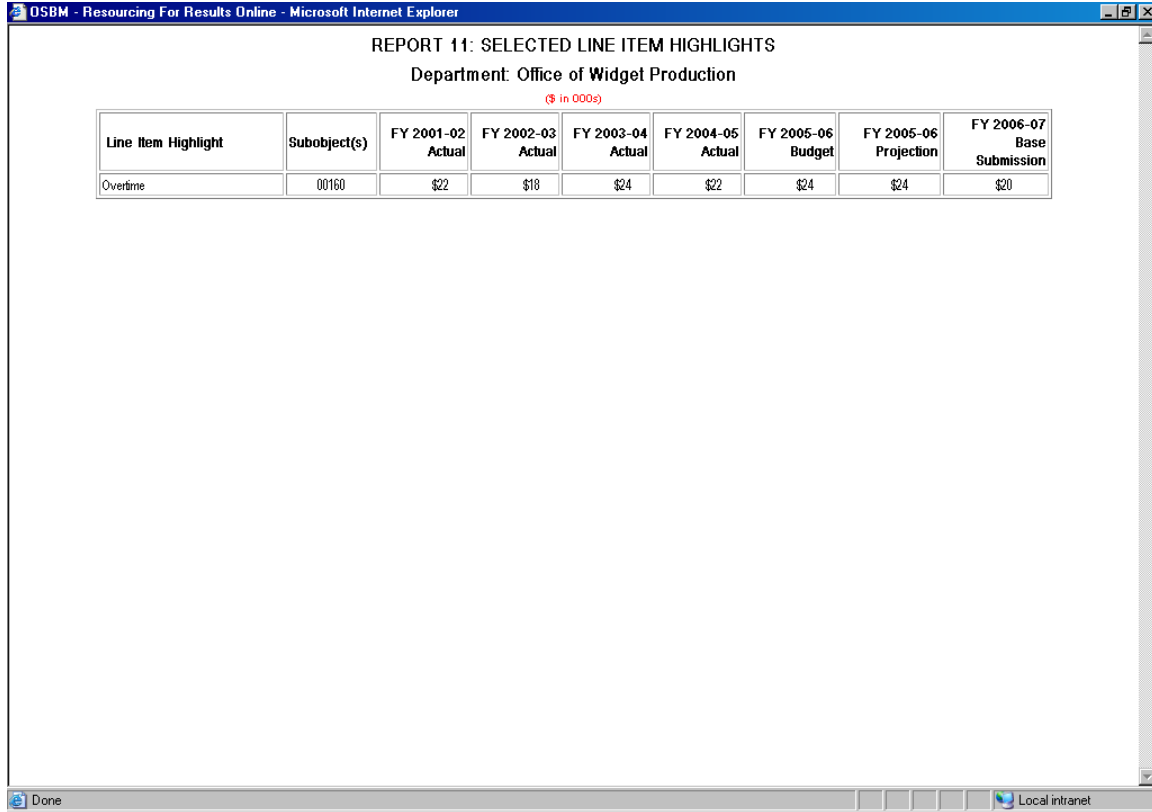


This report displays payments to and from other departments as inputted in I-8 Payments To and From Other Departments.  It does not cross reference what those other departments have inputted.  This information is cross referenced on the DASHBOARD screen.

## REPORT R-11 SELECTED LINE ITEM HIGHLIGHTS



This report displays selected line item highlights as inputted in I-9 Selected Line Item Highlights.  This information will be used to populate this section of the budget books as well as to aid discussion in the Resource Allocation Meetings.

## REPORT R-12 RESOURCE ALLOCATION MEETING REPORT (FULL SET)

Report R-12 will print a full set of reports R-1 through R-11 plus selected capital information.  This report will be used in the Resource Allocation Meetings.

## OTHER REPORTS

Other reports will be added as needed throughout the process.  The Office of the Commission Auditor has requested several reports that will be added soon after production.  Additional reports will be created for the Meetings with the Manager in April.  Departments will be informed of major changes via email and in the "News" section of the Dashboard screen.

**VERSIONS**



At any point departmental staff and OSBM budget analysts will be able to save a snapshot of all information for that Department in **RFRO**. OSBM staff requests that Departments do not create too many saved versions, but that a version is saved at each milestone in the process (Submission, Resource Allocation Meeting, Meeting with the Manager, etc.). Versions will be saved and can be viewed at a later date, but cannot be changed after being saved. Versions will be numbered automatically, but can be named as appropriate.

To add a Version:
- Click on "V-2 Add Version" in the menu on the left side at the bottom of the screen
- Click in the Version Box
- Type in the version number (must be a number but does not need to be an integer – can be 1.1 or 1.11)
- Tab over to the version description box
- Type a description of the version
- Click the Submit Button
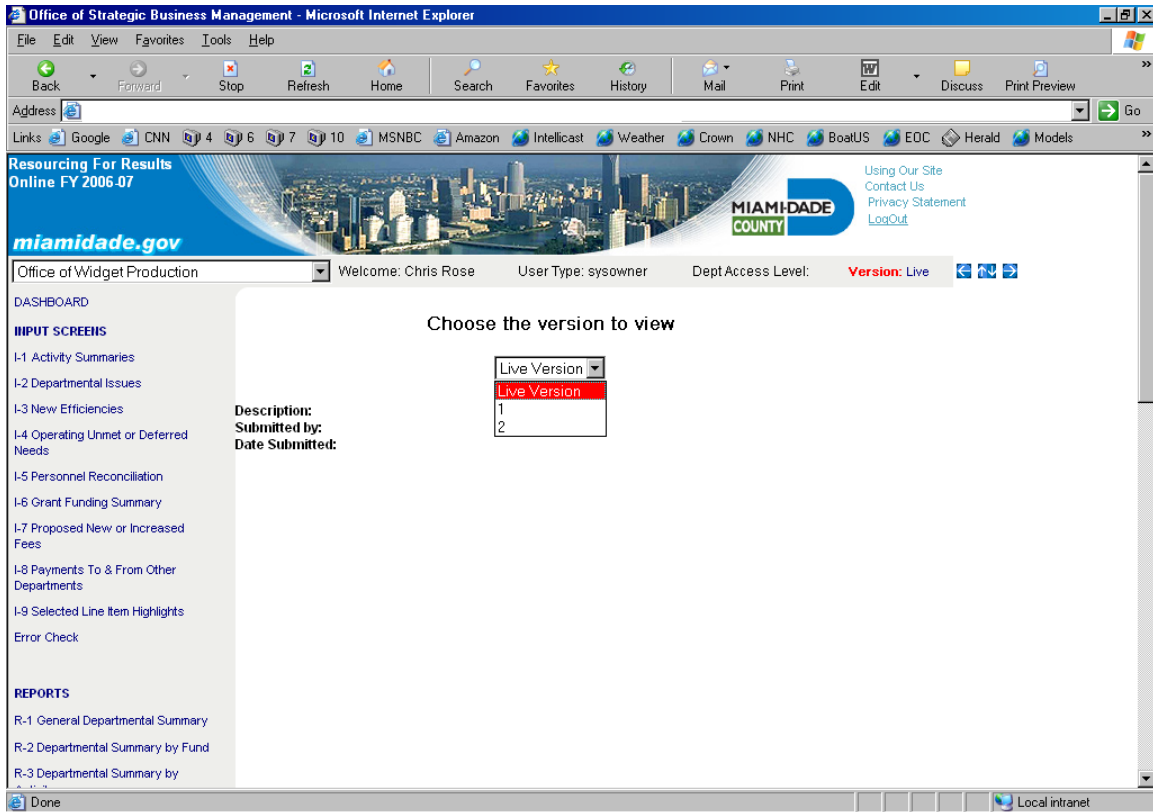
To View a Previously Added Version:
- Click on "V-1 Choose Version" in the menu on the left side at the bottom of the screen
- Choose the version desired from the drop-down menu
- As soon as the version is clicked, the new version will be active (can be seen at the Version Indicator in the top right corner of the screen)
- Notice that a saved version cannot be changed (no save buttons)

To Return to the Live Version:
- Click on "V-1 Choose Version" in the menu on the left side at the bottom of the screen
- Choose "Live Version" from the drop-down menu
- As soon as the version is clicked, the live version will be active (can be seen at the Version Indicator in the top right corner of the screen)
- Changes can again be made

**DOWNLOAD INTO EXCEL**

Information on input screens can be downloaded into Microsoft Excel simply by clicking on the Excel icon on the screen ().  Departments may use this function to manipulate data in **RFRO** without directly effecting **RFRO**.  Information cannot be uploaded from Excel into **RFRO**.

**BOOK PRODUCTION**

The information inputted into **RFRO** will be used by OSBM staff to compile the budget books.  **RFRO** is <u>the</u> gateway for information to be included in the budget books.  Financial information that departments expect to be included in the budget books must be included in **RFRO**.

**AN ADAPTABLE SYSTEM**

Staff from OSBM welcomes departmental suggestions for improvements to **RFRO**.  The system will be updated and improved as deemed necessary. Departments will be informed of major changes via email and in the "News" section of the Dashboard screen.

**INSTRUCTIONS FOR PREPARING BUDGET SUBMISSION FOLDERS**

Departments must submit <u>FOUR</u> copies of each Budget Submission Folder to OSBM.  Departmental operating budget submissions are due to OSBM on Tuesday, February 1, 2005.  All departments are currently being advised of their specific Resource Allocation Meeting date.  It is essential that all departments adhere to the due date to ensure the Proposed Resource Allocation Plan can be completed within the mandated time schedule.

**Section 1: Summary**

The first section of the Budget Submission Folders contains the RFRO Reports as explained above.  Departments should print Report R-12 and include it in Section 1 of their Budget Submission Folder.

**FUNCTIONAL TABLE OF ORGANIZATION**

Each department must submit a functional table of organization (T.O.), which describes the work of each of the departmental units.  The T.O. summarizes the functions performed by departmental units and the allocation of personnel within the department.

**It is imperative that each department include a functional T.O. with their budget submission.  In past years, these have been used to show relationships of divisions to the Board of County Commissioners. Departments should make every effort to represent the <u>entire department</u> on one page.  If this is physically impossible, departments may break up the information in a reasonable way.**  Work with your OSBM budget analyst on the functional T.O.

For the purposes of your budget submission, you are to add to this T.O. the number of full-time positions and part-time hours authorized for FY 2005-06 and at the base budget level for FY 2006-07.  These figures should be placed at the bottom of each organizational box with the FY 2005-06 figures on the left and the FY 2006-07 figures on the right.  On the next page is a sample of a completed T.O.  Please note, the Functional TO and the staffing chart (as described in Section 2, below) should both reflect the same organizational structure.

**SAMPLE:  FUNCTIONAL TABLE OF ORGANIZATION**

**OFFICE OF WIDGET PRODUCTION**
**Functional Table of Organization**

| **Director's Office** | |
|---|---|
| • Provides leadership, administration and coordination to the department | |
| **Adopted 05-06** | **Base 06-07** |
| 2 | 2 |

| **Assistant to the Director** | |
|---|---|
| • Directs all research and system analyses | |
| • Manages and directs all support functions | |
| • Provides overall administrative support | |
| **Adopted 05-06** | **Base 06-07** |
| 2 | 2 |

| **Public Relations** | |
|---|---|
| • Maintains daily contact with the media | |
| • Coordinates departmental public | |
| **Adopted 05-06** | **Base 06-07** |
| 1 | 2 |

| **Special Projects** | |
|---|---|
| • Liaison with the Board of County Commissioners | |
| • Plans and coordinates all events and projects | |
| • Provides marketing support | |
| • Coordinates graphic design | |
| • Oversees all public information campaigns | |
| • Coordinates departmental public information | |
| **Adopted 05-06** | **Base 06-07** |
| 2 | 2 |

## EXPENDITURE AND PERSONNEL SUMMARY

This ABDS report (report 764) summarizes expenditures and position counts by department.  Information from ABDS detail reports on expenditures and personnel is aggregated in this ABDS generated report.

### Section 2: Personnel

The personnel and salaries section fully describes personnel requirements for the budget submission.  All of the reports required in this section (except the division-staffing chart) are generated by ABDS.  Instructions for completing these ABDS reports can be found in the ABDS User's Manual.  Special attention should be given to proper recording of reclassifications, executive and step 99 merit

increases, overages, and in-stationed and out-stationed positions as discussed next.

*Reclassifications*: The budget process is not a mechanism for reclassifying employees. Requests for reclassifications and new classifications should be submitted to the Employee Relations Department prior to the budget submission. Only approved classification actions should be used in preparing the budget submission. Changes to personnel records in ABDS do not affect in any way personnel or payroll records of the County. ABDS is used only for budget development.

*Overages*: <u>**AS A CHANGE FROM PRIOR YEARS**</u>, the authorization period for overage positions that have been approved by OSBM during the current fiscal year to meet previously unforeseen staffing requirements will no longer expire at the end of the fiscal year. Overages should still be requested as Service Enhancements, but their personnel counts and costs should be included in the projections for the current fiscal year and the next fiscal year.

Therefore, provisions must be made in the new budget request to eliminate overage positions or to convert employees in overage positions into budgeted positions. Any overage position not converted into a budgeted position will be eliminated as of September 30, 2005. Overage positions approved for the current fiscal year should be reflected in the end-of-year projections column of the personnel summary.

*Executive and Step 99 Merit Increases*: Departments should adjust salary forecasts for those executive and step 99 employees who will receive merit increases during this fiscal year or in FY 2006-07.

*In-Stationed*: An in-stationed employee is funded by another department but assigned to yours for work. In-stationed employees must be listed on the division-staffing chart and on the personnel summary form. The latter is done using ABDS (+1 on the ABDS chart).

*Out-Stationed:* An out-stationed employee is funded by your department but assigned to another. Out-stationed employees must be listed separately on the division-staffing chart but are not counted in position totals. Adjustments to a department's personnel summary count for out-stationed employees are made in ABDS (-1 on the ABDS chart).

The following reports make up the Personnel section of the budget submission folders.

- **Division Staffing Chart**: Presents the department staffing levels along functional lines. The functional **breakdown** may represent divisions, sections, units, programs, or other subordinate measures. Below is an

example of a division-staffing chart.  Current fiscal year positions include budgeted and approved overage positions.

FY 2006-07 positions should total the number of positions budgeted at the <u>base budget level</u>.  In-stationed positions should be included within the proper division, and should have the name of the funding agency noted next to the position.  Out-stationed positions and the departments they are assigned to are also listed on the chart, but physically separated on the page.  They are not included in division position totals.  Part-time employees are represented by part-time hours.  All part-time employees and the total annual hours for each must be identified.

**SAMPLE:  STAFFING CHART**

**OFFICE OF WIDGET PRODUCTION**
**Staffing Chart**

| TOTALS | |
|---|---|
| **Adopted 05-06** | **Base 06-07** |
| 5 | 5 |
| **TOTAL P/T HOURS** | |
| **05-06** | **06-07** |
| 1,560 | 1,560 |

| Director's Office | | |
|---|---|---|
| **Adopted 05-06** | | **Base 06-07** |
| 1 | Director | 1 |
| 1 | . Head Secretary 1 | 1 |
| 2 | | 2 |

| Assistant to the Director | | |
|---|---|---|
| **Adopted 05-06** | | **Base 06-07** |
| 1 | Asst. Director | 1 |
| 2 | | 2 |

| Public Relations | | |
|---|---|---|
| **Adopted 05-06** | | **Base 06-07** |
| 1 | AO 3 | 1 |
| 1 | | 1 |

| Special Projects | | |
|---|---|---|
| **Adopted 05-06** | | **Base 06-07** |
| 1 | SPA 2 | 1 |
| 1 | | 1 |

| Part Time Hours | | |
|---|---|---|
| **Adopted 05-06** | | **Base 06-07** |
| 1,560 | Information Rep. | 1,560 |
| 1,560 | | 1,560 |

| Out Stationed | | |
|---|---|---|
| **Adopted 05-06** | | **Base 06-07** |
| 1 | Driver (MDT) | 1 |
| 1 | | 1 |

- **Personnel Summary**: Lists the number of full-time positions by occupational code and title for prior fiscal year, budget this year, end-of-year projection, base level, service adjustment, preliminary (core) budget, proposed additions, and total. Base budget level is defined as the level of staffing and funding necessary to support current service levels. These reports can be requested at the index, division, department, fund, and project levels. Index, division, and department level reports are required. You can update prior, current year, and projection figures directly on these reports. Personnel summaries are created through ABDS. The base level number of positions cannot exceed the end-of-year projection numbers.

- **Full-time and Part-time B-2 Salary Forecast Reports**: The B-2 reports forecast salaries by index code for all filled positions in the department. The salaries calculated through these reports are automatically transferred to the base budget salary subobject code on the appropriations reports as adjusted by the amounts on the reconciliation report. When you request the B-2 report, you will get both the full-time and part-time positions by index code; however, you now can request the part-time report separately. See the ABDS User's Manual for more details about the separate part-time report. These reports are generated by ABDS.

- **Regular and Supplemental Reconciliation Reports**: Reconcile salary figures for positions not included on the B-2 forecast, such as vacancies and in-stationed and out-stationed positions. ABDS Attrition values are also shown on these reports.

- **Social Security Excess Report**: Identifies individuals whose salaries exceed the amount required for social security payments. Both the salary and the excess over the social security cap are shown. ABDS automatically calculates a department's social security expenditures based on the cap for each employee.

- **Retirement Eligibility Report**: Lists the social security number, name, occupational code, birth date, age (as of the date the personnel files were down-loaded into ABDS), hire date, dollar value by annual, holiday, termination, and sick payouts of employees eligible to retire. There is also a column indicating whether you flagged this individual on the position's detailed personnel screen, and a column briefly stating the reason the person is eligible to retire (including those executives eligible under the rule of 70).

     The full amount of termination pay (100%), including sick leave payouts, is automatically loaded into the appropriate subobject codes for those positions identified by the department as expected retirees in FY 2005-06. However, if for some reason this value is not accurate, as will likely be the case, the department can override the number calculated by ABDS. Check retirement plans of those eligible to retire to ensure accurate figures for this code.

- **Longevity Bonus Report**: Lists the social security number, name, hire date, and longevity years for employees scheduled to receive longevity bonuses. The amount of such bonuses is automatically loaded in subobject code 00125 by ABDS.

- **Position Audit Report**: Enables departments and OSBM to monitor changes to personnel data loaded into ABDS to ensure accuracy.  There are two reports: one identifies all items that have been changed on a personnel record within ABDS; the other identifies changes only to monetary data. Changing personnel information in ABDS does not affect in any way actual County payroll or personnel records.  The position audit reports are optional, but may be requested by OSBM when deemed necessary.

- **Executive Benefit Summary**: Lists the name, social security number, occupation code, budget status, hire date, longevity years, retirement code, executive benefit code, and dollar amount, including car allowance for employees in groups 1, 2, and 3.  For individuals in group 3, the car allowance computation assumes $75 bi-weekly.  This may vary by individual, but should be accurate for the department as a whole.

- **Merit Raise Report**: Lists all employees eligible for merit raises in the next fiscal year and calculates the value of all merit raises anticipated in FY 2006-07.  The report is available by department/division and by fund.

## Section 3: Appropriations and Revenues

This section of the budget submission folder includes detailed (by subobject) expenditure information with written justification for the proposed budget, as well as revenues and grant funding information.

All expenditure and revenue forms, except the summary of installment (financed) purchases, are generated by ABDS.  Detailed information on expenditure reports can be found in the ABDS User's Manual.

**Internal services charges, including fringe benefit rates, appear in the FY 2006-07 Operating Budget Submission Manual.**  Internal service rates are for the most part calculated on a unit cost basis (e.g., group life insurance cost per employee, and radio equipment service monthly maintenance charge); therefore, as a general rule you should deviate from them only when a change in the actual level of service occurs and only with OSBM's approval.

**It is essential that consumption of services be accurately estimated and that rates are correctly applied.  If a department plans significant operational changes from the current year, it should notify its OSBM budget analyst and the department responsible for the rate to ascertain the correct charges based on the changes.**

Capital equipment is defined in AO 8-2 as items whose purchase price is $750 or more, have a normal expected life of at least one year, and are not an integral part of a structure, facility, or another piece of equipment. Such items should be included in object codes 950 through 953. All other capital items (e.g., building renovation) should use other capital codes. All lease-purchases should use subobject code 95039. ABDS information tables contain descriptions of all available subobject codes.

The following reports comprise the Appropriations and Revenues section of the budget submission folders:

- **Appropriation Reports**: Identify expenditure data by subobject code at the department, index, division, fund, sub-fund, and project levels. These reports include prior year expenditure history, the current year budget, expenditures to date, projected expenditures, the base budget, service adjustments, the preliminary (core) budget submission, and proposed additions to the preliminary budget. The department enters all data for the projection, base, service adjustments, and proposed additions columns directly in either the expenditure or adjustment subsystems of ABDS. Salary and fringe benefit subobject codes, with a few exceptions such as subobject code 01095 (Regular Overtime Retirement), are loaded automatically by ABDS from the personnel subsystem. Historical information, current budget, and expenditure to date are loaded directly from FAMIS. The current budget column is updateable. This report is generated by ABDS.

- **Expenditure Justification**: Justifies the department's expenditures. This report is generated at the index code level for all subobject codes, including salary and fringe codes, and allows for departments to add text explaining each expenditure request.

- **Revenue Summary:** Summarizes all revenue sources by fund, including general fund appropriations or subsidies, on the revenue reports available through ABDS. The revenue summary includes fees and charges, processing fees, charge backs, grants, projected carryover, and all revenue sources that constitute the total revenues of the department or division in developing a balanced budget. Revenues from grants should be described in more detail on the grant funding summary chart. Should a grant transcend divisional lines, enter only the percentage of the grant that applies to the division on the corresponding division's revenue summary.

**Section 4: Service Enhancements and Reductions**

There are two types of adjustments affecting expenditures or revenues that can be made in your budget submission:  service enhancements and service reductions.

- **Service Enhancements (PATCs in ABDS)**: Service enhancements may include increases in current operations and/or additions of completely new services or operations, including requests for new equipment.  Information required is:  a descriptive title of the enhancement, personnel costs by occupation code, costs of other operating and capital items, priority in division and department, implementation date, and any other narrative information that is needed to more fully explain this enhancement.  Enhancements should also be used to identify all additional funding resulting from new or increased fees and the specific service levels to be funded. You may provide additional narrative backup if you so desire.  PATC (enhancement) reports are available by detail and summary for the department and by summary for funds.  Strict attention should be paid to the priority of each proposed addition within each program. PATCs and their priority order will be major topics of discussion during the resource allocation meetings.

- **Service Reductions (SLAs in ABDS)**: Service reductions identify adjustments, if any, that the department proposes to make in the type, quantity or quality of services it currently provides.  General Fund departments are requested to provide service reductions to provide senior management with options in the event that funding is not available for the current level of service.  Information required is essentially the same as that for service enhancements.  All of these items should be done through ABDS; however, if so desired, you may provide additional narrative material for service reductions, independent of ABDS.  SLA reports are available in ABDS at detail and summary levels by department and by fund.